DAVENTRY TOWN COUNCIL

Minutes of the Meeting of the Museum Committee held at Daventry Town Council, 3 New Street, Daventry, NN11 4BT on Monday 17th April 2023 at 18:30hrs

PRESENT:	Lynn Jones – Chair
	Councillors: Mike Arnold Phillip Silk-Neilsen Lynne Taylor
IN ATTENDANCE:	Deborah Jewell – Chief Officer (CO) Sophie Good - Development & Liaison Officer (DLO) Rod Viveash – Volunteer Museum Curator (VMC)
	2 Members of the public 0 Members of the Press

OPEN FORUM

None.

M70.1. APOLOGIES

Councillor	Apologies	Resolved
Dawn Branigan	Received and considered	Apologies approved
Ted Nicholl	Received and considered	Apologies approved

M70.2. DECLARATION OF INTEREST

Cllr Mike Arnold reminded members that he is a museum volunteer but that this wasn't a declaration of interest.

M70.3. MINUTES

RESOLVED:	That the minutes of the meeting held on 17th April 2023 (Appendix 1) be approved and signed as a correct record.

M70.4. COMMITTEE BUDGET

(i) Members reviewed the income and expenditure up to 31st March 2023 (Appendix 2). The DLO advised members of slight overspend in travelling expenses due to collecting and returning objects borrowed from other heritage sites however overall expenditure was within the budget. Members noted the report.

(ii) Members reviewed the Museum's Annual Donation report (Appendix 3). Cllr Lynn Jones noted no donations had been received in 2022-2023. The DLO advised the donations box was due to be counted. Members noted the report.

M70.5. DIGITAL ENGAGEMENT

Members reviewed the digital engagement report (Appendix 4) and commended the museum's online engagement work. Members agreed the museum's digital engagement was an accolade to the museum service and gave thanks to the museum volunteers for their valued contribution. The DLO advised members that within the report was a digital engagement article she had written on request of the Northamptonshire Heritage Forum (NHF). The DLO advised that the article was to be included in the NHF members' April 2023 newsletter, and the aim of the article was to highlight the museum's digital engagement strategies and demonstrate best practice for online outreach. The CO

advised members that the Chairman of NHF, Martin Lawrence MBE, was due to attend the next meeting of the Town Council on Monday 24th April to praise the work of the museum. Members noted the report.

M70.6. BRITISH SCIENCE WEEK (BSW) 2023

The DLO spoke to her report (Appendix 5) advised members that the science event held in March 2023 to recognise British Science Week was well attended with 293 visitors. Members agreed it was pleasing to compare visitor figures from this year to the first event held in 2016 with 114 visitors. The CO advised members that the event was supported by staff and volunteers, but that members were invited to help support but unfortunately the only members able to attend were the Daventry Mayor, Cllr Malcolm Ogle and Cllr Mike Arnold. Cllr Mike Arnold said that the annual science event in the museum calendar provides the greatest interaction with the community than any of the Council events and was worth members attending. Members noted the report.

M70.7. MUSEUM EXHIBITIONS

DLO spoke to her report (Appendix 6) and advised members that the 'Borough Hill and its History' exhibition was proving popular with the local and wider community who have been showing a great interest in learning more about the historic site. The DLO advised members that the museum volunteer led guided walk of Borough Hill on Saturday 29th April was fully booked. The DLO spoke to her report and highlighted the next exhibition to members called 'Made in Daventry' and also advised members of a new display to be installed at the entrance hallway of the museum by Falconer's Hill Academy. Members noted the report.

M70.8. MUSEUM ENGAGEMENT AND OUTREACH

The DLO spoke to her report and advised members that there were several upcoming engagements including numerous school visits. The DLO asked members for support with a series of eight school visits in June and advised she would send a request to members with dates to help. The DLO further advised members of increased visitor figures for 2022 and highlighted visitor feedback captured in the visitor's book. Cllr Lynne Taylor enquired if visitors are asked what they would like to see at the museum and the DLO responded that this type of question had previously been asked of visitors on paper forms however, asking visitors to complete forms sometimes posed a barrier to engagement and more often than not, the museum collected information anecdotally and via the visitor's feedback book, in which visitors are encouraged to leave comments about their museum experience. Members discussed the use of QR codes as a digital method to learn about Daventry's history and a way of attracting potential visitors into the town and museum. The DLO advised members that three QR codes were included on the museum leaflet that linked to the What's On, Guided Walks and the Earth Museum project pages on the museum website. Members noted the report.

M70.9. MUSEUM ACQUISITIONS

Members reviewed the acquisitions report and the DLO reminded members that all members can participate in the acquisition process and decision making as per the policy for agreeing acquisitions, set out in the Daventry Museum Collections Development Policy. Members noted the report.

M70.10. CORRESPONDENCE

(i)   Thank you letter form Daventry Holy Cross Church for taking part in the Christmas Tree Festival 2022. Members noted the letter and gave thanks to museum volunteers' involvement.

(ii)   Report received from Martin Lawrence MBE, Chair of the Northamptonshire Heritage Forum after his visit to the museum in November 2022. Members noted the report.

M70.11. DATE OF NEXT MEETING:

    (i)   Monday 22nd May 2023 (Appointment of Committee, Committee Chair and Vice-Chair)
    (ii)   Monday 23rd October 2023 (Provisional).
    (iii) Monday 15th April 2024 (Provisional).

Meeting closed at 19:14.

Signed ...L.S.T.Jones............ Date 23/10/2023